



SOUTH AFRICA

## ADVERTISEMENT

**Applications are invited from suitably qualified and experienced candidates for appointment to the following *FIXED TERM* positions in the administration of the Electoral Commission, a state institution established by Chapter 9 of the Constitution.**

### ASSISTANT PROJECT COORDINATOR

**(Inclusive remuneration package of R12, 346 per month)**

**(Fixed term contract for two phases – three months, renewable for an additional four months (not exceeding a total period of seven months), subject to the proclaimed election date)**

**[Ref No: PO – WC026]**

**Job Purpose:** To contribute towards strengthening electoral democracy processes by assisting in coordinating the projects and programs of the *Electoral Commission* at the municipal level towards the **2021 Local Government Elections**.

**Minimum Requirements:** Matric plus a tertiary qualification **or** alternatively Matric/N3 plus at least 2 years relevant working experience (*i.e.* administrative and/or project management) and a valid driver's licence. Prior electoral experience and knowledge of electoral legislations processes and procedures will be an added advantage.

#### Other requirements:

1. Must reside or be familiar with the municipality in which the application is made
2. Must have knowledge of the municipality
3. Must not hold any political position or be involved in any political parties' campaigns
4. Should possess a driver's licence and have access to a car that can be used for work purposes.

#### Main responsibilities of the job – Assist with the following:

1. Delimitation processes;
2. Confirm and contracting of registration/voting stations points;
3. Electoral staff recruitment and training;
4. Registration planning;
5. Registration logistics;
6. Conducting of registration of voters;
7. Election planning;
8. Election logistics;
9. Conducting of elections;
10. Counting arrangements;
11. Counting logistics;
12. Election results;
13. Post-election activities - roll-back, debriefing and reports
14. Equipment and storage logistics;
15. Maintaining of the voters' roll;
16. Electoral staff supervision, contracting and payment;
17. Post-election arrangements;
18. Any other duties delegated from time to time.

#### Relevant experience:

1. Basic Project management skills (advantageous)
2. Basic Computer literacy skills
3. Communication skills
4. Office Administration
5. Minute taking
6. Understanding the legal framework (advantageous)
7. Ability to work under pressure
8. Team co-ordination
9. Ability to meet deadlines

#### Specific Requirements

No person shall be appointed who -

1. is under the age of 18 years
2. is not a registered voter
3. is not a South African citizen
4. has been found guilty of a serious criminal offence
5. is or has been a candidate in an election for the National Assembly, a provincial legislature or a municipal council in the last five years
6. has been an office bearer of a political party in the last 5 years
7. has been an office bearer of any other organisation or entity that has party political aims during the last 5 years
8. is related to an employee of the *Electoral Commission* in that specific municipality, without consulting the PEO.

The Electoral Commission reserves the right to terminate the contract of an employee convicted of a serious criminal offence(s). It will also be incumbent upon all recruits to declare any offences, as well as the fact that s/he does not have a high political profile and has not been politically active for a political party or held political office for at least the past five years. Failure to declare as required, may result in summary termination of service. The criteria will be applicable to all recruits and they must comply with these criteria prior to confirmation of appointment.

The above position is on a fixed term contract basis, **until the last day of the month of the Elections**. The Electoral Commission will only correspond with successful candidates and interviews will be conducted with short-listed candidates on a date and time specified by the Interview Panel. The Electoral Commission is under no obligation to fill the positions after advertising it. Although advertised, it may be withdrawn, re-advertised or filled by way of deployment, should it be considered in the interest of service delivery. Applicants for all of the above positions should not have a high party political profile. Applications must in all cases be marked with the relevant reference number and be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents, driver's license and identity documents. Failure to attach the relevant reference number and to submit the requested documents will result in the application not being considered. Please note that recommended candidates will undergo risk assessments, including inter alia the verification of driver's license, identify document and criminal assessments and appointments will only be made upon positive verification thereof.

*Suitably qualified candidates must forward applications to:*

**Applications for Vacant Posts in Langeberg (Robertson)**

<b>Regional Assistant Manager</b>	<b>Address: 51 Riebeeck street, Worcester</b>	<b>email address: louwl@elections.org.za</b>
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Closing date for all applications: **8 March 2021**. Please take note that no applications received after the advertised closing date will be considered.

**"Applicants who have not been contacted by 30 April 2021 must consider their applications as not being successful".**